State of Texas Records Retention Schedule

Page 1

ORIGINAL SUBMISSION
RECERTIFICATION

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501 3. AGENCY: TEXAS DEPARTMENT OF HEALTH

REPLACEMENT PAGE 7. RETENTION PERIOD 8. 10 9 11 4. Records Series Agency 6. Records Series Title ADDENDUM PAGE Vital Item # Item # Med Agency Storage Total Sec Arch 12. Remarks 606 - PROFESSIONAL LICENSING & CERTIFICATION С Ρ 1.1 566 CONSUMER COMPLAINT AND ENFORCEMENT AC+1 2 AC+3 AC=CASE RESOLUTION FILES (CLOSED WITH NO DISCIPLINARY ACTION) Р 988 LICENSE RENEWAL DOCUMENTATION ΑV ΑV 0 1.1 0 Р 1.1 1546 EXAMINATION STATISTICS ΑV ΑV 1.1 1557 EXAMINATION SCORES (WRITTEN AND AC 2 AC+2 0 Ρ AC=EXAMINATION DATE. PORTIONS OF EACH FILE PRACTICAL; PASS AND FAIL) MAY BE CONFIDENTIAL. С Ρ AC-RESOLUTION OF CASE 1.1 3386 CONSUMER COMPLAINT AND ENFORCEMENT AC+2 5 AC+7 FILES (CLOSED WITH DISCIPLINARY ACTION) 3471 BOARD RULE FILES 0 Р 1.1 ΑV ΑV 4204 INSTRUCTOR/CURRICULUM/SCHOOL 0 Ρ AC=APPROVAL DATE AC+1 4 AC+5 1.1 APPLICATIONS AND DOCUMENTATION 4208 CONSUMER COMPLAINT AND ENFORCEMENT ΑV С Ρ ΑV 1.1 FILES (CLOSED WITH LICENSE REVOCATION, DENIAL, OR SURRENDER) 4544 LICENSING FILES (PENDING) AC AC 0 Р AC=AFTER COMPLETION. FILE THEN BECOMES 1.1 PART OF EITHER 4558 OR 4560. PORTIONS OF EACH FILE ARE CONFIDENTIAL Ε PORTIONS OF EACH FILE ARE CONFIDENTIAL. 1.1 4552 LICENSING DATABASES ΑV ΑV 0 Χ UPDATED DAILY. BACKED UP DAILY. 4553 COMPLAINT AND ENFORCEMENT TRACKING ΑV ΑV 0 Ε Х PORTIONS OF EACH FILE ARE CONFIDENTIAL. 1.1 UPDATED DAILY. BACKED UP DAILY. **DATABASES** 4554 EXAMINATION ITEM DATABASES ΑV С Ε Х PORTIONS OF EACH FILE ARE CONFIDENTIAL. 1.1 ΑV UPDATED DAILY. BACKED UP DAILY. AC= APPROVAL DATE. PORTIONS OF EACH FILE 1.1 4557 SUPERVISION FILES (APPLICATIONS AND AC AC+5 0 Р DOCUMENTATION) MAY BE CONFIDENTIAL.

RETENTION CODES (Field 7)

* - All Audit Requirements
Will Be Met
AC - After Closed, Terminated,

Completed, Expired, Settled AV - As Long As Administratively Valuable CE - Calendar Year End FE - Fiscal Year End

LA - Life of Asset MO - Months PM - Permanent

US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic

O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State

O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

VITAL CODES (Field 11)

O - Open Record C- Confidential

State of Texas **Records Retention Schedule**

9.

10.

11.

7. RETENTION PERIOD

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___ ORIGINAL SUBMISSION RECERTIFICATION

REPLACEMENT PAGE

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series	5. Agency
tem #	Item #

6. Records Series Title

Item #	Item # 6. Records Series Title	Agency	Storage	Total	Sec Arch	Med Vital	12. Remarks ADDENDUM PAGE
	606 - PROFESSIONAL LICENSING & CERTIFICA	TION					
1.1	4558 LICENSING FILES (APPROVED)	AC	20	AC+20	0	Р	AC=DATE LICENSE ISSUED. PORTIONS OF EACH FILE IS CONFIDENTIAL. 97-501-229 (OPTICIANS); 94-501-156 (MEDICAL RADIOLOGICALTECHNICIANS; 94-501-151 (MASSAGE THERAPY); 96-501-204 (FITTING & DISPENSING HEARING INSTR); 94-501-177 (OPTICIANS); 94-501-178 (MEDICAL LAB PRACT); 92-501-119 (MIDWIFERY); 94-501-176 (PROF COUNSELORS); 03-501-349 (MEDICAL PHYSICIST)
1.1	4560 LICENSING FILES (DISAPPROVED, DELETED, VOIDED)	AC	3	AC+3	0	P	AC=AFTER CLOSED. PORTIONS OF EACH FILE ARE CONFIDENTIAL. 94-501-155 (SPEECH-AUD); 94-501-152 (ATHLETIC TRNR); 94-501-153 (DIETITIANS); 94-501-150 (RESPIRATORY TECH); 90-501-060 (PROF COUNS); 96-501-206 (MARRIAGE & FAM THERAP.);
1.1	4562 WRITTEN EXAMINATIONS	6 MOS.		6 MOS.	С	Р	
1.1	4563 PRACTICAL EXAMINATIONS (PASS)	6 MOS.		6 MOS.	С	0	VIDEOTAPES AND AUDIOTAPES
1.1	4567 PRACTICAL EXAMINATIONS (FAIL)	AC	2	AC+2	С	0	VIDEOTAPES AND AUDIOTAPES; AC=FAIL DATE
1.1	5101 DISCIPLINARY AND AGREED ORDERS	AV		AV	0	Р	
1.1	5102 CONTINUING EDUCATION (PROVIDER AND PROGRAM DOCUMENTATION)	AC	4	AC+4	0	Р	AC=APPROVAL/DISAPPROVAL; 90-501-059 (PROF COUNS)
1.1	5107 EXAMINATION FORMS (MASTER COPIES)	10		10	С	Р	
1.1	5114 CONSUMER COMPLAINT AND ENFORCEMENT FILES (OPEN)	AC		AC	С	Р	AC=CASE RESOLUTION; AFTER AC RECORDS FORM PART OF 566, 3386, OR 4208
1.1	5121 EXAMINATION ADMINISTRATION FILES	AC	2	AC+2	0	Р	AC=EXAMINATION DATE; PORTIONS OF EACH FILE MAY BE CONFIDENTIAL
1.1	5122 EXAMINATION ROSTERS	10		10	0	Р	PORTIONS OF EACH FILE MAY BE CONFIDENTIAL.
1.1	5132 EXAMINATION DEVELOPMENT FILES	7		7	С	Р	

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MEDIUM CODES (Field 10)

P - Paper M - Microfilm

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E - Electronic

O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

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SECURITY CODES (Field 8)

O - Open Record C- Confidential

VITAL CODES (Field 11)

State of Texas Records Retention Schedule

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ORIGINAL SUBMISSION RECERTIFICATION

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

2. AGENCY CODE:	: 501	3. AGENCY: TEXAS DEPARTMENT OF HEAL	IH.								
4. Records Series	5. Agency		7. RETENTION PERIOD		8.	9.	10.	11.		REPLACEMENT PAGE	
Item #	Item #	6. Records Series Title	Agency	Storage	Total	Sec	Arch	Med	Vital	12. Remarks — ADDENDUM PAGE	
	606	- PROFESSIONAL LICENSING & CERTIFICATION	ON								
1.1.002	1020 AUI	DITS	AC	3	AC+3	0		Р		AC=PUBLICATION OR RELEASE OF FINAL FINDINGS. THE RECORD COPY OF ANY A PERFORMED BY THE STATE AUDITOR'S C RETAINED PERMANENTLY BY THE AGENC	UDIT OFFICE IS
1.1.004	1022 BIE	NNIAL BUDGET REQUESTS	AC	6	AC+6	0	Α	Р		AGENCY SENDS REQUIRED COPIES TO PUBLICATIONS CLEARINGHOUSE	
1.1.006		MPLAINT FILES-COMPLAINTS ABOUT THE ENCY	AC	2	AC+2	0		0		PAPER, ELECTRONIC. AC=FINAL DISPOSITE THE COMPLAINT	TION OF
1.1.007	5130 COI	RRESPONDENCE, ADMINISTRATIVE	3		3	0	R	Р	Χ		
1.1.008	5135 COI	RRESPONDENCE, GENERAL FOR ALL AREAS	1		1	0		0		PAPER, ELECTRONIC	
1.1.014	5248 LEG	GAL OPINIONS AND ADVICE	AV		AV	0	R	Р			
1.1.020		EN RECORDS REQUESTS - APPROVED (ALL EAS)	AC+1		AC+1	0		Р		AC=DATE REQUEST IS FULFILLED	
1.1.021		EN RECORDS REQUESTS - DENIED (ALL EAS)	AC+2		AC+2	0		Р		AC=DATE OF DENIAL OF REQUEST	
1.1.024	5265 DAT	TA PROCESSING PLANNING RECORD	AC+3		AC+3	0	R	Р			
1.1.025	4272 AGI	ENCY RULES, POLICIES, AND PROCEDURES	US+3		US+3	0	R	Р	Х		
1.1.026	INV	OOF OF PUBLICATION - INCLUDES ITATION TO BID, AUCTIONS, MEETINGS, ETC. R ALL AREAS	AC+1		AC+1	0		Р			
1.1.027		OPOSED LEGISLATION FOR DIVISION OF OF LICENSING & CERTIFICATION	AV		AV	0		Р			
1.1.038	1035 REF	PORTS-STUDIES & SURVEYS	AV		AV	0	R	Р		PAPER, ELECTRONIC	
1.1.048	3636 LITI	IGATION FILES	AC+1		AC+1	0	R	Р		AC=DISMISSAL/DROPPING/CONCLUSION (OF CASE
1.1.057	1694 TRA	ANSITORY INFORMATION	AC		AC	0		0		PAPER, ELECTRONIC/AC=PURPOSE OF R HAS BEEN FULFILLED.	ECORD

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SECURITY CODES (Field 8)

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State of Texas Records Retention Schedule

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ORIGINAL SUBMISSION

11/5/03

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RECERTIFICATION 2. AGENCY CODE: 501 3. AGENCY: TEXAS DEPARTMENT OF HEALTH REPLACEMENT PAGE 7. RETENTION PERIOD 8. 9 10 11 4. Records Series Agency 6. Records Series Title ADDENDUM PAGE Item # Item # Agency Storage Total Sec Arch Med Vital 12. Remarks 606 - PROFESSIONAL LICENSING & CERTIFICATION Р 1.1.058 4251 MEETING AGENDAS AND MINUTES PM PM 0 Α 1064 CERTIFIED AGENDA OR TAPE RECORDINGS OF 2 0 0 PAPER, AUDIOTAPE 1.1.059 **CLOSED MEETINGS** 5142 MEETINGS, AUDIO OR VIDEOTAPES OF OPEN AC+90 DAYS AC+90 DAYS 0 AUDIOTAPES. VIDEOTAPES: AC=OFFICIAL 1.1.060 APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY. 1.1.062 1065 MEETINGS-SUPPORTING DOCUMENTS 2 2 0 Α Ρ 4476 REPORTS AND STUDIES RAW DATA - (NON ΑV 0 Ρ 1.1.065 FISCAL) 1.1.066 5252 REPORTS - ANNUAL & BIENNIAL AGENCY (NON AC+6 AC+6 0 Α Ρ FISCAL) RECORD COPY 4504 REPORTS - ADMINISTRATIVE 3 3 0 R Р 1.1.067 Р 5257 REPORTS - PERFORMANCE & FUND AC+6 AC+6 0 1.1.068 MANAGEMENT 0 Р 1.1.069 3697 REPORTS - ACTIVITY 1 1 1.2.003 4260 FORMS HISTORY FILE (ALL AREAS) AC+1 AC+1 0 Р AC=DISCONTINUANCE OF USE OF FORM 1.3.001 4256 PUBLICATIONS (ALL AREAS) AC/US+5 AC/US+5 Ω 0 PAPER, ELECTRONIC, WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE FOR AT LEAST TWO YEARS. AFTER THAT THE PUBLICATION IS KEPT IN AT LEAST ONE FORMAT FOR THE REMAINDER OF THE APPROPRIATE RETENTION PERIOD FOR ITS

RETENTION CODES (Field 7)

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Completed, Expired, Settled
AV - As Long As Administratively

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nd

M - MicrofilmC - Computer Print-OutE - ElectronicO - Other (Specify in Field 12)

MEDIUM CODES (Field 10)

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ARCHIVAL CODES (Field 9)

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SECURITY CODES (Field 8)

VITAL CODES (Field 11)

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Indicate with an X

RECORDS SERIES. FOR NEW PUBLICATIONS
PRINTED AT HHS PRINTING, HHS PRINTING SENDS

COPIES TO STATE PUBLICATIONS
CLEARINGHOUSE/TDH LIBRARY. FOR NEW
PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE
SENT TO BUREAU OF RESOURCE MANAGEMENT
(HHS PRINTING) FOR DISTRIBUTION TO

CLEARINGHOUSE/LIBRARY.

State of Texas **Records Retention Schedule**

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___ ORIGINAL SUBMISSION RECERTIFICATION

REPLACEMENT PAGE

ADDENDUM PAGE

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series 5. Agency Item # Item #

7. RETENTION PERIOD 9. 10. 11. 6. Records Series Title Arch Med Vital 12. Remarks Agency Storage Total Sec

	606 - PROFESSIONAL LICENSING & CERTIFICAT	ION						
2.1	3007 Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	0	0		PAPER, ELECTRONIC
2.1.002	5262 AUTOMATED FILES - MASTER FILES	AC		AC	0	E	Х	BACKED UP DAILY TO TAPE
2.1.007	1075 PROGRAM & JOB CONTROL LANGUAGE	AC		AC	0	E	X	
2.1.009	1074 OPERATING SYSTEM FILES & DOCUMENTATION	AC		AC	0	Р	X	
2.2.002	5263 COMPUTER UTILIZATION RECORDS	FE+3		FE+3	0	Р		
3.1.001	196 APPLICATIONS FOR EMPLOYMENT - NOT HIRED (ALL AREAS)	2		2	0	Р		MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.014	4676 EMPLOYMENT SELECTIONS (INCLUDES INTERVIEW NOTES AND DOCUMENTATION OF SELECTION PROCESS)(ALL AREAS)	2		2	0	Р	Х	29 CFR 1620.31(a) MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	1122 GRIEVANCE RECORDS	AC	2	AC+2	0	Р	Χ	MAY CONTAIN SOME CONFIDENTIAL INFORMATION AC=FINAL DECISION ON GRIEVANCE
3.1.019	1747 PERFORMANCE JOURNALS (ALL AREAS)	2		2	0	Р		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1748 PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	0	Р		MAY CONTAIN SOME CONFIDENTIAL INFORMATION AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	4677 POSITION/JOB DESCRIPTIONS	US+4		US+4	0	Р	X	40 TAC301.6(i)
3.3.023	1037 TRAVEL AUTHORIZATION REQUESTS	FE	3	FE+3	0	Р		
3.4.006	4674 TIME CARDS AND TIME SHEETS	4		4	0	0		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	4675 TIME OFF AND/OR SICK LEAVE REQUEST	FE+3		FE+3*	0	0		PAPER, ELECTRONIC
4.5.006	1182 ANNUAL OPERATING BUDGET	FE	3	FE+3	0	Р		00-501-309
5.1.001	1187 CONTRACTS & LEASES	AC	4	AC+4	0	Р	Х	00-501-307

RETENTION CODES (Field 7)

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State of Texas Records Retention Schedule

LA

AC+1

FE+4

0

0

0

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Page 6 11/5/03 ORIGINAL SUBMISSION

2. AGENCY CODE:	: 501	3. AGENCY: TEXAS DEPARTMENT OF HEA	RECERTIFICATION							
4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RE Agency	Storage	IOD Total		9. 10. rch Med	11. Vital	12. Remarks	REPLACEMENT PAGE ADDENDUM PAGE
	606	- PROFESSIONAL LICENSING & CERTIFICA	TION							
5.1.004	4233 ADI	DRESS & TELEPHONE LISTINGS	US		US	0	Р			
5.1.005	1189 POS	STAGE EXPENSE REPORTS	FE	3	FE+3	0	Р		00-501-308	
5.1.015	4238 CO	RRESPONDENCE TRACKING RECORDS	1		1	0	Р			
5.2.008		MPUTER HARDWARE MAINTENANCE CORDS	LA+3		LA+3	0	Р			

RETENTION CODES (Field 7)

1191 EQUIPMENT MANUALS

1200 EQUIPMENT WARRANTIES

4015 PROCUREMENT CARD PURCHASES

SUPPORTING DOCUMENTATION

* - All Audit Requirements Will Be Met AC - After Closed, Terminated,

Completed, Expired, Settled

Automated Facsimile of SLR-105

5.2.010

5.2.011

5.3

AV - As Long As Administratively Valuable

CE - Calendar Year End FE - Fiscal Year End

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MO - Months PM - Permanent US - Until Superseded MEDIUM CODES (Field 10)

LA

AC

FE+4

P - Paper M - Microfilm

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